

DEPARTMENT OF THE ARMY

U. S. Army Trial Defense Service

Fort Drum Field Office

Fort Drum, New York 13601-5100

AFZS-TDS

MEMORANDUM FOR: ALL SERVICE MEMBERS

SUBJECT: HOW TO APPLY TO TRY
(NO GUARANTEE) TO UPGRADE
YOUR DISCHARGE

After your separation from the U.S. Army:

First: obtain a Standard Form (SF) 180, Requesting Pertaining to Military Records, available at the Veteran's Administration (VA) Office, complete it, and mail it to:

National Personnel Records Center

9700 Page Boulevard

St. Louis, MO 63132

This will allow you to get a copy of your military records so you can see what information the Army has pertaining to you and obtain favorable evidence pertaining to you, if any. You need not do the first step if you already have a copy of your chapter packet and any favorable information that you would desire to submit.

Second: obtain a DD Form 293, Application-for-Review of Discharge or dismissal from the Armed Forces, available at military installations or VA Offices, complete it, add any additional evidence (you may hire a lawyer to help you) and mail it to:

Commander, U.S. Army Reserve Components

Personnel and Administrative Center

9700 Page Boulevard

St. Louis, MO 63132

The application will be forwarded to the Army Discharge Review Board, Washington, D.C. 20310. Always ask for a Honorable discharge. Wait for the answer.

Third: if you lost at the Army Discharge Review Board, obtain a Form 149 from a military installation or a VA office, complete it, add any additional evidence (you may hire a lawyer to help you), mail it to:

Commanding General, U.S. Army Reserve

Components Personnel and Administration Center

ATTN: A 602-PSP

9700 Page Boulevard

St. Louis, MO 63132

The application will be forwarded to the Army Board for Correction of Military Records (ABCMR). Always ask for an Honorable Discharge. Wait for the answer.

(HINTS)

Wait about a month after your separation to begin the upgrading procedures. It's best to go to a Veteran's organization for help if you're having problems, or hire a lawyer. If you have the time and the money, volunteer to go to Washington, D.C. to present your case in person (there's a block on the DD 149 and DD 293 which you would check to indicate that you desire to come to Washington or any other city where the boards may be meeting).

Over the past two years, the board has upgraded slightly over 10% of the discharges reviewed. The rate of board reviews for personal appearance has been between two to four times that of single record's reviewed. The board occasionally travels to other cities to hear cases. Contact board personnel for schedule.

Wait a while before trying to upgrade your discharge. In the application, talk about good things you've done and the need for upgrading. However, very few General Discharges get upgraded.